

# **Workforce Partnership of Greater Rhode Island**

## **Executive Committee Minutes**

**November 5, 2008**

**Present:** Steven Kitchin, Paul Ouellette, Cynthia Farrell, Pat Talin, and Mike Cassidy.

**Absent:** Paul Harden. **Staff and Guests:** John O'Hare, Christine Grieco, and Gail DuPont

With a quorum present, Chair Steven Kitchin called the meeting to order at approximately 8:10 a.m. He asked the committee to review the minutes of the previous meeting on October 10, 2008.

**VOTE:** Paul Ouellette moved to accept the October 10, 2008 minutes as written. Pat Talin seconded. The motion was approved unanimously.

**Chairman's Report:** Steven Kitchin announced the National Association of Workforce Boards conference will be held in Washington, D.C. in March. Attending will be Steven Kitchin, Paul Ouellette, and Christine Grieco. A memo introducing Christine to vendors, youth council members, and all other appropriate personnel has been drafted informing them that an Acting Executive Director transition has occurred. The memo will be distributed this week. Steve expressed concern that due to the dramatic reduction of staff at

the netWORKri offices, the closing of offices and the reduction of operation hours will negatively affect our ability to recruit individuals into training programs resulting in low service and performance measure numbers in our plan. WPGRI has not been able to complete program and fiscal monitoring due to lack of staff. Nick had requested five additional staff positions that await approval. In the interim, several staffing alternatives were discussed including hiring temporary workers, hiring back retirees, privatizing, or hiring interns. Paul Ouellette suggested Chris investigate Bryant University's intern program.

**Executive Director's Report:** Chris stated WPGRI has borrowed two people part-time from DLT to assist in paying invoices. She reassured the committee that DLT is aware of our staffing levels especially the two or three positions which are a priority.

#### **Committee Reports:**

**Board Development** Paul Ouellette addressed the issue of board vacancies. Two individuals have agreed to become candidates, Joe Oakes from VR Industries and Victoria Gailliard-Garrick from Davies Career and Vocational High School. Other possibilities include Steve Tamburro from Raytheon or Sue Desak from Electric Boat. Chris suggested Lori Norris as her replacement and Steve Brunero to represent ORS. Pat Talin suggested contacting local banks and credit unions to represent the financial position.

**Strategic Development** This report was postponed until the next meeting.

**Youth Council** Cynthia Farrell referred to the RFP schedule included in the packets. Invitations and notice of a bid meeting were mailed on November 4, 2008, proposal meetings will be held in December with recommendations presented to the Executive Committee in February 2009.

**Quality Assurance** Michael Cassidy stated that he has scheduled a meeting with Christine Grieco to review and discuss data for staffing, performance levels, client levels, and youth service levels. Mike promised to report before the next Executive Committee meeting.

John O'Hare stated DLT anticipated loss of staff at netWORKri centers and compensated for the event which is reflected in the good first quarter WIA enrollment results. He continued by saying the problem is with the long-term unemployed adult category as their interest is not in training but reentry into the workforce. John suggested 20% of Dislocated Worker money be moved into the Adult category and modify the netWORKri contract.

Regarding staffing, John stated staffing levels within the DLT would probably not be filled until January including the WPGRI Executive Director position. Steve said the Executive Committee has the authority to act on behalf of the board and could aid DLT in this selection. At this point, John O'Hare asked the committee to adjourn

**into Executive Session at approximately 8:45 a.m. The committee reconvened at approximately 9:05 a.m. Steve announced that Pat Talin has been appointed to represent WPGRI at the interview and selection process of the Executive Director position.**

**Old Business: There was no old business to come before the board.**

**New Business: Steve recommended canceling the November Board Meeting as there is no active business that needs to be conducted. However, as there maybe a possibility of something arising, he suggested a tentative meeting be scheduled for December 9, 2008 with an Executive Committee Meeting scheduled for December 4th. WPGRI staff will coordinate logistics.**

**VOTE: Pat Talin moved to adjourn the meeting at 9:40 a.m. Paul Ouellette seconded. The motion passed unanimously.**

**Respectfully submitted,**

**Gail DuPont**

**Administrative Assistant**